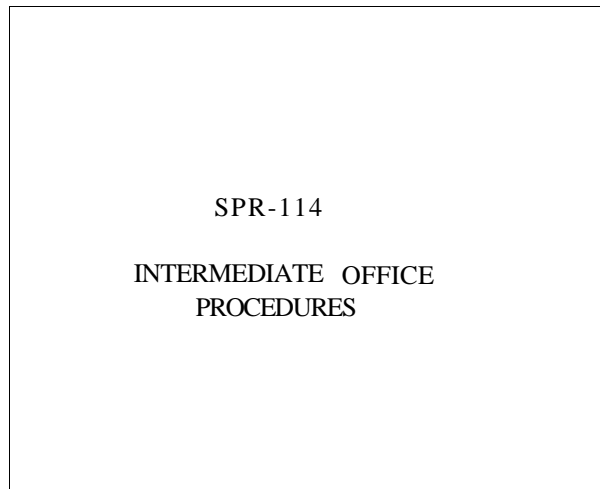


Sault__Go liege
oLApplied__Aris_andJ"ech no log y
sault ste. made.

__Course--Oju.t.l i.ne._



INTERMEDIATE OFFICE PROCEDURES

SEMESTER II

GENERAL OBJECTIVES

to apply placement rules for typing outlines, essays, reports, and manuscripts.

to produce typewritten work which acknowledges the source of quotations and paraphrased information by using footnotes, or references to a bibliography .

to retype copy, incorporating revisions indicated by proofreaders' marks.

- to help develop and apply knowledge of correspondence set-up and professional typing practices.

to develop an understanding of the duties of a secretary at a meeting of a company or an organization (preparing for meetings, recording minutes, preparing and distributing minutes.)

to develop an understanding of techniques used to organize and prepare reports and manuscripts.

to provide student with knowledge about various systems of filing.

SPECIFIC OBJECTIVES

1. Review of fundamentals learned in Semester I
2. Type outlines.
3. Type reports.
4. Prepare a bibliography
5. Prepare source notations
6. Prepare title pages, table of contents
7. Type perfect copy from work containing proofreaders' marks
8. Gain practise in basic filing operations
9. Student will be tested on all above material.

| <u>OBJECTIVES AND TIME ALLOWANCE</u> | <u>NO. OF PERIODS</u> |
|--|-----------------------|
| #1 - Type letters with c.c.'s, statements, etc. as a review of Semester I | 3 |
| #2 - Read topics 1 - 5, ch. VI - O.P. 2000 text. Questions to be answered based on that chapter | 1 |
| #3 - Jobs IV.1, IV.2, IV.3, IV.5 | 4 |
| #4 - Read topics 2 & 4, ch. XII, O.P. Text. Agenda and set of minutes to be prepared. | 2 |
| #5 - Job IV.6 | 4 |
| #6 - Read topics 1, 2, 3, ch. XIII, O.P. Text and do the typewriter applications based on that chapter | 2 |
| #7 - Jobs IV.7, IV.8, IV.10, IV.14 | 4 |
| #8 - Read chapter X and do applications from it | 2 |
| #9 - TEST - based on above | 2 |

TESTING TO BE COMPLETED BY FEBRUARY _____

GENERAL OBJECTIVES

- to acquire a working knowledge of the use of, and format for, various business forms.
- to produce minutes of meetings as well as agendas.
- to prepare personal data sheets and letters of application.
- to develop skill in preparing business travel arrangements.

SPECIFIC OBJECTIVES

1. Type memorandums
2. Type News Releases
3. " Agendas and minutes of meetings.
4. " Postal Cards
5. " Itinerary

INTERMEDIATE OFFICE PROCEDURES

SPECIFIC OBJECTIVES - Cont'd.

6. Type expense accounts
7. " file labels
8. " Purchase Orders and invoices
9. " letters of application and data sheets

OBJECTIVES AND TIME ALLOWANCE

NO. OF PERIODS

| | |
|--|---|
| #10 - Jobs V.2, V.5, V.6, V.8, V.13, V.17 | 4 |
| #11 - Read ch. 18 in O.P. Text and do related work | 3 |
| #12 - Jobs V.20, V.21, V.25 | 4 |
| #13 - Jobs V.30, V.34, V.38, V.40, V.41 | 4 |
| #14 - Read ch.22 in O.P. Text and do related work | 3 |
| #15 - TEST - based on above | 2 |

TESTING TO BE COMPLETED BY MARCH 15 ii.-

.J.LL 2E GuMPLi.;

GENERAL OBJECTIVES

- to type, in acceptable form, an original copy to be used in producing spirit masters and stencils.

to acquire knowledge about other copying and duplicating machines.

SPECIFIC OBJECTIVES

1. Type a financial report on a spirit master.
2. Type memos, with several copies (spirit master).
3. Prepare a two-fold brochure (stencil).
4. Type an unbecoming report (stencil).
5. Prepare form letters with fill-in addresses, (stencil)

INTERMEDIATE OFFICE PROCEDURES

| <u>OBJECTIVES AND TIME ALLOWANCE</u> | <u>NO. OF PERIODS</u> |
|--|-----------------------|
| #16 - Job VI.4 - spirit master | 2 |
| #17 - " VI.5 - it ii | 2 |
| #18 - " VI.7 - stencil | 2 |
| #19 - " VI.9 - " | 3 |
| #20 - Read ch. 14 in O.P. Text and do related work | 3 |
| #21 - TEST - based on above | 2 |

TESTS TO BE COMPLETED BY APRIL 5

GENERAL OBJECTIVES

to apply the skills and knowledge learned in Semesters I & II to produce mailable material characteristic of that prepared in a general business office.

SPECIFIC OBJECTIVES

To type work assigned (16 from text, plus handouts from instructor) as a practical review of the year's work.

| <u>OBJECTIVES AND TIME ALLOWANCE</u> - #22 | <u>NO. OF PERIODS</u> |
|---|-----------------------|
| Complete component #VII in text and: submit in mailable form c.c.'s where necessary - submit in folder complete with your name and class | 14 |

DEADLINE DATE FOR SUBMISSION OF OBJECTIVE #22 IS APRIL 24

MARKING PROCEDURE

- day to day work will be graded as Unsatisfactory or Satisfactory. If "U" is obtained, student must redo that particular assignment on her own time or if all work is caught up, then class time will be allowed.
- tests will be graded A, B, C, I. An "I" test can be repeated at a time specified by instructor.

Grading of Tests and Assignments:

| | | |
|---------------|---|----------|
| Test #1 | - | 50 marks |
| Test #2 | - | 50 " |
| Test #3 | - | 50 " |
| Objective #22 | - | 50 " |

A - 85 - 100

B - 70 - 84

C - 60 - 69

ATTENDANCE IS MANDATORY*.

STUDENT MUST COME TO CLASS WITH HER OWN SUPPLIES_____BORROWING IS VERY DEFINITELY DISCOURAGED'.

DICTIONARIES TO BE BROUGHT TO CLASS!